



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 153.43
B882G Browne, Joy
Getting Unstuck: 8 Simple Steps to Solving any Problem. Hay House Inc., 2002. *If you're going to use the head in the sand method though, do be careful about lice!*
- 158.1
C713J Collins, Susan Ford
The Joy of Success: 10 Essential Skills for Getting the Success You Want. HarperCollins Bks., 2003. *And none of them requires you to assume any unusual position.*
- 616.08
J172A Jacobs, Gregg D.
The Ancestral Mind: Reclaim the Power. Viking, 2003. *At last - I can get back to my inner neanderthal child.*
- 158.1
M465Y Maxwell, John C.
Your Road Map for Success: You Can Get There from Here. Thomas Nelson, Inc., 2002. *That's fine and dandy - but can I fold it back up when I'm done with it - that's the question.*
- 158
W814L Wiseman, Richard
The Luck Factor: Changing Your Luck, Changing Your Life: The Four Essential Principles. Hyperion, 2003. *Sounds better and possibly even a bit more scientific than not changing your lucky underwear.*

COMMUNICATION

- 658.45
G779H
2003 Gray, John
How to Get What You Want at Work: A Practical Guide for Improving Communication and Getting Results. Quill, 2003. *You just have to learn to combine the squinty-steely eyed look with a soft spoken approach. Ready - Okay. Now repeat after me - Go Ahead - Make my Day!*

MANAGEMENT

- 658.421
A969E Axelrod, Alan
Everything I Know About Business I Learned from Monopoly: Successful Executives Reveal Strategic Lessons from the World's Greatest Board Game. Runnuing Press, 2002. *I wonder if they've figured out a way to pass GO and collect more than two hundred dollars.*
- 650.1
B639F Blanchard, Ken and Jesse Stener
Full Steam Ahead! Unleash the Power of Vision in Your Company and Your Life. Berrett-Koehler Pub. Inc., 2003. *The hardest part is learning to use biofeedback to keep your throttle open.*
- 158.2
C752B Connellan, Thomas K.
Bringing out the Best in Others: Three Keys for Business Leaders, Educators, Coaches and Parents. Bard Press, 2003. *Finding someone's good side is easy, but keeping them facing in that direction gets a little tricky. Hey - could you turn a little bit to the right - there - that's good - now hold it!*
- 658.4
K88C Kouzes, James M. and Barry Z. Posner
Credibility: How Leaders Gain and Lose It, Why People Demand It. Jossey-Bass, 2003. *More importantly - is it possible to have incredible credibility anyway?*
- 659.2
L158F Laermer, Richard and Michael Prichinello
Full Frontal PR: Getting People Talking About You, Your Business, or Your Product. Bloomberg Pr., 2003. *This is a flesh - er I mean - fresh approach.*
- 658.407
M155F McKenna, Patrick and David H. Maister
First Among Equals: How to Manage a Group of Professionals. The Free Press, 2002. *Yea - But I'm more first than you - No you're not - Yes I am - says who, I was firster first*
- 650.1
U592W Unser, Bobby and Paul Pease
Winners Are Driven: A Champion's Guide to Success in Business and Life. John Wiley and Sons Inc., 2003. *You just have to get used to those fifteen second coffee break and bathroom pit stops.*

WORK ENVIRONMENT

- 158.2
B531H Bernstein, Albert J.
How to Deal with Emotionally Explosive People. McGraw-Hill, 2003. *You could always try one of those extra long, wrap around fuses.*
- 158.1
B739I Borysenko, Joan
Inner Peace for Busy People: 52 Simple Strategies for Transforming Your Life. Hay House Inc., 2001. *You just have to be careful not to double book peace and tranquility on your desk calender.*

- 174.4
D263E Davis, Phyllis
E2: Using the Power of Ethics and Etiquette in American Business.
Entrepreneur Media Inc., 2003. *If I'm not mistaken, I believe this is the same thing Brutus used on Julius Ceasar.*
- 155.9042
L573G Lenson, Barry
Good Stress, Bad Stress: An Indispensible Guide to Identifying and Managing Your Stress. Marlowe and Co., 2002. *It helps when I know I'm biting my nails for a purpose.*
- 791.430293
L668H Levy, Frederick
The Hollywood Way: A Young Movie Mogul's Savvy Business Tips for Success in Any Career. St. Martin's Griffin, 2002. *Wow - imagine, all this time I could have had my stunt double doing all of my difficult assignments.*
- 650.13
L699I Lichtenberg, Ronna
It's Not Business It's Personal: The Nine Relationship Principles that Power Your Career. Hyperion, 2001. *You would be surprised how many people when they walk all over someone forget to say excuse me.*
- 650.13
L985W Lyles, Dick
Winning Ways: Four Secrets for Getting Great Results by Working Well with People. G.P.Putnam's Sons, 2000. *Once we determine if these secrets work, we'll get them on the grapevine for immediate distribution.*